

Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, June 24, 2014

The regular meeting of the MWFLS Board of Trustees was called to order at 6:01 p.m. at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Jane Colwin, Chair called the meeting to order.

ROLL CALL

MEMBERS PRESENT: Jane Colwin, Geri Feucht, Richard Greshay, Gary Morgenstern, Dwayne Morris, Paul Ustruck, Sue Smith, William von Rohr, and Audrey Wolter.

MEMBERS ABSENT:

MEMBERS EXCUSED: Sarah Butts, Polly Edgar, Cindy Helt, Doug Rakowski, Ruth Schmitt.

MWFLS STAFF: Sue Cantrell, System Director; Dustin Foust, Library System Services Technician, Jackie Jacak, Business Manager.

GUESTS PRESENT: Patrick Busch, Peg Checkai, Candy Graulich, Alex Harvancik, Kathy Hookham, and Roberta Olson.

PUBLIC COMMENT

Graulich, Director of Hustisford Public Library, conveyed concerns about hiring a third IT technician. She would like the system board to consider waiting a period of time before making this decision. She feels the position may not be needed once the MWFLS IT department is done going through a transition phase.

MINUTES

The April 22, 2014 minutes stand approved as presented.

FINANCIAL REPORTS

It was moved by Morris and seconded by Morgenstern to approve payment of April/May Computer Checks in the amount of \$158,432.85 and Manual Checks in the amount of \$3,600.06 and director requested reimbursement of \$278.69 for a total of \$162,312.18. Motion carried by roll call vote, all in favor.

*Mid-Year Adjusting Entries*

- Jacak reviewed the mid-year adjusting entries with the board. She reminded the board that \$68,367.00 of reserve funds are being designated to balance the 2014 budget. She is recommending to the board, that the 2015 budget be balanced with income received.
- The board will need to decide during the air conditioning discussion how they want to pay for the repairs of the AC unit. In the mid-year adjusting entries only \$15,00.00 is designated for those repairs. Estimated repairs will be \$30,000.00. The only viable place the additional funds could be generated from is account #3402 future ILS Purchase.

It was moved by Morris and seconded by Smith that the MWFLS Board approve the 2014 mid-year adjusting entries and equity account designations, as provided in the June 24, 2014 board packet. Motion carried by roll call vote, all in favor.

## OPERATIONS REPORT

### *Director's Report*

- Colwin questioned how the name TRIO came to be. The name was presented by the Jefferson County librarians. They came up with the idea based on three counties, but it has evolved to reflect more the services libraries offer, such as; read, watch, listen.
- Morris wanted to know what was conveyed in the press release in regard to TRIO. Cantrell will send the press release out via e-mail to the board members. Cantrell will also be writing more press releases as TRIO progresses.

### *Director's Council*

- No further information was reported.

### *Technology Report*

- In the month of May Foust attended the COSUGI conference. At the conference, he was able to see the newest technology that will be rolled out for the Integrated Library System (ILS). One of the items of particular interest was the Blue Cloud Commerce. Blue Cloud Commerce allows patrons to pay fines/fees online with a traditional credit card processing. He feels this product will work extremely better than the current PayPal system
- All of the network issues have been resolved, which will hopefully increase internet speed for the libraries.
- A significant number of the MWFLS libraries are having router problems. Foust has been working on a more cost effective router solution, which uses an old computer. Currently Hutchinson Memorial Public Library, Randolph, is testing the new router product. Once Foust is confident that this is a working solution, he will offer it to the MWFLS libraries.

## UNFINISHED BUSINESS

### *Update on SirsiDynix Migration*

- SirsiDynix has assigned a project manager and implemented a timeline for the new TRIO ILS. The go live date is set for November 20, 2014.

## NEW BUSINESS

### *Election of Board Treasurer*

- Colwin is proposing moving Smith to the Treasurer position and leaving the secretary position vacant for the remainder of 2014. Colwin is currently working on revising the MWFLS bylaws. One revision she will recommend, is combining the Secretary and Treasurer positions. Colwin feels since Jacak does most of the Secretary duties the position is no longer needed.

### *Presentation of MWFLS/LLS Separation Documents*

- Cantrell reviewed the separation document. She noted Lakeshores Library System (LLS) will be keeping three pieces of equipment and purchasing the rights to the SHARE domain name. The termination papers were signed at the June meeting and will be sent to lakeshores Library System for their signature. The termination will become effective on November 20, 2014, which is the go-live date for TRIO.

- MWFLS will be receiving \$5,320.00 from LLS for the separation of assets. Cantrell informed the board that this money will need to be given back to the libraries since they paid for the listed equipment. Cantrell will propose three possible ways to disburse the funds back to the libraries.
  - 1. put the funds back into account #2235 Library ILS Replacement Fund
  - 2. reduce their 2015 maintenance cost
  - 3. or disburse the funds amongst the 27 libraries

#### *Resource Library Contract Amendment*

- Some of the verbiage was removed from the resource contract, it was technical oversight. The State requires the amended language in the resource contract.

it was moved by Morgenstern and seconded by Wolter, that the MWFLS board of trustees approves the amended resource contract adding "West Bend agrees to:

B. to provide staff back-up reference, information services, and resources to System member libraries as necessary in accordance with s. 43.24(2)(a)

C. to provide ILL and Wiscat assistance to System member libraries

and at that West Bend further mutually understood and agreed:

A. that West Bend Community memorial Library meets the requirements of s. 43.16(2).

Motion carried by voice vote, all in favor.

#### *Replacement or Repair of Air Conditioner*

- As weather conditions became warmer, the MWFLS office staff noticed that the AC wasn't cooling the office. Quality Control Services came and looked at the AC unit. They informed Cantrell the AC unit was not working and would need to be replaced.
- Prior to the meeting Cantrell received two quotes from Quality Control Services.
  - The first quote is using a Mcquay unit. The estimated cost for the chiller is \$33,200.00 and the tank \$5,000.00, for a total of \$38,200.00.
  - Second quote is using a Carrier unit. The estimated cost for the chiller is \$24,999.99 and the tank will be \$5,000.00, for a total of 29,999.99.
- Both units listed above will take 6-8 weeks to be custom built. In the meantime, the board suggested moving meetings to a different location. They also suggested looking into purchasing a portable AC unit for the office.
- Wolter would like to know the warranty that is provided with either unit.

It was moved by Wolter and seconded by Smith that the MWFLS Board of Trustees allows Sue Cantrell, MWFLS Director, to work with Quality Control Services to obtain repairs or replace the air conditioning unit not to exceed \$40,000.00. Motion carried by roll call vote, all in favor.

#### *Beaver Dam Community Library ILS Issue*

- Cantrell informed the board that Beaver Dam Community Library is looking at becoming a standalone ILS system. They would remain part of the MWFLS system, but would have their own ILS catalog. Beaver Dam is one of the largest net lenders in the SHARE ILS and is concerned that their patrons are not getting the full benefit of their library. Foust and Cantrell went to the Beaver Dam board meeting to convey that they would like them to stay with MWFLS for one year to try the new TRIO ILS. Beaver Dam's next board meeting is July 18, 2014, which the system should know more at that time.
- Beaver Dam is requesting two items be added to the new ILS:
  - A. They would like a 90 day moratorium put in place. This would allow local patrons the opportunity to have access to the new items, prior to them going out to other libraries.

- B. They would like a lucky day collection option added to the catalog.
- Morris expressed concerns in regard to having a moratorium. Some concerns were, if the book is not checked out and stays on the shelf and a hold could be filled. Another concern was lack of educating patrons on placing holds electronically.
- Cantrell informed the board that if Beaver Dam would leave they will be responsible for the cost of extracting their records.
- One of the other discussions that have come up was collection development. Beaver Dam designates a significant amount of funds to collection development while some libraries do as little as 4% of their total budget. This inequity amongst collection development also creates issues with disbursement of popular materials.
- Colwin hopes that Beaver Dam will consider staying on for at least a year to try out TRIO the new ILS. She also noted that training patrons to utilize the catalog is important in placing holds. If this is not done, patrons may not get or have access to popular materials.
- Morris questioned what Beaver Dam's hold ratio is for Inter Library Loan (ILL) request. If you took these requests out, would they still be a net lender? Foust or Cantrell were not sure of these statistics. Morris reiterated that the MWFLS Board would like to help them in any way possible.
- Foust informed Beaver Dam he could customize their catalog to look and work the way they think it would be best for their local patrons in the new TRIO system.
- Cantrell will keep the board informed. Beaver Dam will be voting in the next couple of months in regard to the issue.

#### *Installing Hearing Loops in our Libraries*

- Cantrell will be writing an LSTA grant for purchasing and installing hearing loops in our libraries. These particular loops work with individuals who have a telecoil hearing aid or cochlear implants.

#### *Hiring a Third System Technician*

- At the June 12, 2014 Director's Council meeting, this item was brought up. Some of the member librarians are concerned that the MWFLS IT department does not have the time for projects and are putting in significant hours.
- Cantrell feels there are three possible ways in which this position could be financed:
  1. Eliminate the library grant funds, which equal \$71,000.00.
  2. Libraries could purchase tiers of service.
  3. Libraries could pay for the position.
- Foust currently feels the system could offer a higher level of IT services to its member libraries if a third IT technician was added to the team. Foust noted, Winnefox Library System, who is similar to MWFLS, has five IT technicians on staff.
- Feucht questioned if this position needed to be full time and does it need to be permanent? Foust felt it needed to be a permanent full time position. He noted that during the last hiring of a tech person we had over 100 applicants and the majority of them were not qualified for the position.
- Ustruck felt prior to hiring this person the system will need to figure out how this position will be funded. He would hate to hire an individual only to have to let them go because the money was not available to fund the position.
- Cantrell foresees this position first starting in 2015.

It was moved by Ustruck and seconded by Morris to direct the director to explore hiring a third technician. Motion carried by voice vote, all in favor.

Discussion took place if the motion should be amended and a timeframe added, it was agreed to leave the motion as presented.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next regular meeting will be Tuesday, July 29, 2014 at 6:00p.m at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Greshay and seconded by Morris to adjourn the meeting at 7:59.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary